

Appendix B

Comprehensive Data Collection Form

Comprehensive Data Collection Form

The Comprehensive Data Collection Form is used by both the administrator/supervisor and teacher to summarize the documentation of each criterion over the course of the evaluation cycle. It should be maintained in the administrator's/supervisor's office and reviewed periodically to determine the teacher's progress. This document will provide an overview of the teacher's performance to be used during the Evaluation Report. It serves as a composite of all the data collected. All data should be copied and shared with the teacher prior to entering it into the file.

Teacher _____ Beginning Date ____/____/____
 School _____ Ending Date ____/____/____
 Grade Level/Subject _____ Administrator/Supervisor _____

Data Collection:

CO-Classroom Observation IC-Individual Conference P-Portfolio
 RS-Reflection Sheet LR-Lesson Review AR-Artifact O-Other

Standard 1: The teacher causes students to actively participate and be successful in the learning process.

Criterion 1: The teacher causes students to acquire the knowledge and skills to gather, analyze and apply information and ideas.

CO ☐ IC ☐ P ☐ RS ☐ LR ☐ AR ☐ Other ☐ _____

Data/Comments: _____ Date ____/____/____

Teacher's initials _____ Administrator's/Supervisor's initials _____

Criterion 2: The teacher causes students to acquire the knowledge and skills to communicate effectively within and beyond the classroom.

CO ☐ IC ☐ P ☐ RS ☐ LR ☐ AR ☐ Other ☐ _____

Data/Comments: _____ Date ____/____/____

Teacher's initials _____ Administrator's/Supervisor's initials _____

* If more space is needed, please add additional pages.

Criterion 3: The teacher causes students to acquire the knowledge and skills to recognize and solve problems.

CO ☐ IC ☐ P ☐ RS ☐ LR ☐ AR ☐ Other ☐ _____

Data/Comments: _____ Date ____/____/____

Teacher's Initials _____ Administrator's/Supervisor's Initials _____

Criterion 4: The teacher causes student to acquire the knowledge and skills to make decisions and act as responsible members of society.

CO ☐ IC ☐ P ☐ RS ☐ LR ☐ AR ☐ Other ☐ _____

Data/Comments: _____ Date ____/____/____

Teacher's initials _____ Administrator's/Supervisor's initials _____

Standard 2: The teacher uses various forms of assessment to monitor and manage student learning.

Criterion 5: The teacher uses various ongoing assessments to monitor the effectiveness of instruction.

CO ☐ IC ☐ P ☐ RS ☐ LR ☐ AR ☐ Other ☐ _____

Data/Comments: _____ Date ____/____/____

Teacher's Initials _____ Administrator's/Supervisor's Initials _____

Criterion 6: The teacher provides continuous feedback to students and family.

CO ☐ IC ☐ P ☐ RS ☐ LR ☐ AR ☐ Other ☐ _____

Data/Comments: _____ Date ____/____/____

Teacher's initials _____ Administrator's/Supervisor's initials _____

* If more space is needed, please add additional pages.

Criterion 7: The teacher assists students in the development of self-assessment skills.

CO ☐ IC ☐ P ☐ RS ☐ LR ☐ AR ☐ Other ☐ _____

Data/Comments: _____ Date ____/____/____

Teacher's initials _____ Administrator's/Supervisor's initials _____

Criterion 8: The teacher aligns the assessments with the goals, objectives, and instructional strategies of the district curriculum guides.

CO ☐ IC ☐ P ☐ RS ☐ LR ☐ AR ☐ Other ☐ _____

Data/Comments: _____ Date ____/____/____

Teacher's initials _____ Administrator's/Supervisor's initials _____

Criterion 9: The teacher uses assessment techniques that are appropriate to the varied characteristics of students and developmental needs.

CO ☐ IC ☐ P ☐ RS ☐ LR ☐ AR ☐ Other ☐ _____

Data/Comments: _____ Date ____/____/____

Teacher's Initials _____ Administrator's/Supervisor's Initials _____

Standard 3: The teacher is prepared and knowledgeable of the content and effectively maintains students' on-task behavior.

Criterion 10: The teacher effectively demonstrates appropriate preparation for instruction.

CO ☐ IC ☐ P ☐ RS ☐ LR ☐ AR ☐ Other ☐ _____

Data/Comments: _____ Date ____/____/____

Teacher's initials _____ Administrator's/Supervisor's initials _____

* If more space is needed, please add additional pages.

Criterion 11: The teacher chooses and implements appropriate methodology and varied instructional strategies that address the diversity of learners.

CO ☐ IC ☐ P ☐ RS ☐ LR ☐ AR ☐ Other ☐ _____

Data/Comments: _____ Date ____/____/____

Teacher's initials _____ Administrator's/Supervisor's initials _____

Criterion 12: The teacher creates a positive learning environment.

CO ☐ IC ☐ P ☐ RS ☐ LR ☐ AR ☐ Other ☐ _____

Data/Comments: _____ Date ____/____/____

Teacher's initials _____ Administrator's/Supervisor's initials _____

Criterion 13: The teacher effectively manages student behaviors.

CO ☐ IC ☐ P ☐ RS ☐ LR ☐ AR ☐ Other ☐ _____

Data/Comments: _____ Date ____/____/____

Teacher's Initials _____ Administrator's/Supervisor's Initials _____

Standard 4: The teacher communicates and interacts in a professional manner with the school community.

Criterion 14: The teacher communicates appropriately with students, parents, community, and staff.

CO ☐ IC ☐ P ☐ RS ☐ LR ☐ AR ☐ Other ☐ _____

Data/Comments: _____ Date ____/____/____

Teacher's Initials _____ Administrator's/Supervisor's Initials _____

Criterion 15: The teacher engages in appropriate interpersonal relationships with students, parents, community, and staff.

CO ☐ IC ☐ P ☐ RS ☐ LR ☐ AR ☐ Other ☐ _____

Data/Comments:

Date ____/____/____

Teacher's initials _____

Administrator's/Supervisor's initials _____

Standard 5: The teacher keeps current on instructional knowledge and seeks and explores changes in teaching behavior that will improve student performance.

Criterion 16: The teacher engages in professional development activities consistent with the goals and objectives of the building, district, and state.

CO ☐ IC ☐ P ☐ RS ☐ LR ☐ AR ☐ Other ☐ _____

Data/Comments:

Date ____/____/____

Teacher's initials _____

Administrator's/Supervisor's initials _____

Criterion 17: The teacher engages in professional growth.

CO ☐ IC ☐ P ☐ RS ☐ LR ☐ AR ☐ Other ☐ _____

Data/Comments:

Date ____/____/____

Teacher's initials _____

Administrator's/Supervisor's initials _____

Standard 6: The teacher acts as a responsible professional in addressing the overall mission of the school district.

Criterion 18: The teacher adheres to all the policies, procedures, and regulations of the building and district.

CO ☐ IC ☐ P ☐ RS ☐ LR ☐ AR ☐ Other ☐ _____

Data/Comments: _____ Date ____/____/____

Teacher's initials _____ Administrator's/Supervisor's initials _____

Criterion 19: The teacher assists in maintaining a safe and orderly environment.

CO ☐ IC ☐ P ☐ RS ☐ LR ☐ AR ☐ Other ☐ _____

Data/Comments: _____ Date ____/____/____

Teacher's initials _____ Administrator's/Supervisor's initials _____

Criterion 20: The teacher collaborates in the development and/or implementation of the district's vision, mission, and goals.

CO ☐ IC ☐ P ☐ RS ☐ LR ☐ AR ☐ Other ☐ _____

Data/Comments: _____ Date ____/____/____

Teacher's initials _____ Administrator's/Supervisor's initials _____